

29 July 1966

MEMORANDUM FOR THE RECORD

**SUBJECT: Meeting at Clearinghouse for Federal S & T Information,
27 July 1966, re Possibility of Merging CTS and Technical
Translations (TT) Activities, and Subsequent Developments**

Participants: FDD/CIA --

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**CFSTI -- George Taylor, Chief, Documents Processing
Branch
Alvin Alexander, Deputy Chief, Documents
Processing Branch
Dr. Madeline Wilkins
Hubert Sauter, Deputy Director, CFSTI**

1. Mr. Hubert Sauter participated only briefly in an afternoon session, at which a recapitulation was made of the morning's discussions.

2. George Taylor indicated that CFSTI was seeking ways to reduce its manpower and fund investment in the production of TT and the reference service concomitant to it. He pointed out that since TT and the CTS were duplicative to a considerable degree, although CTS is more current, the question has been a perennial one as to the feasibility of one or the other ceasing publication, or of combining the two efforts into one publication.

3. Taylor proposed two alternatives:

a. CIA/FDD provide Flexotapes to CFSTI of its input to the CTS. CFSTI would use the Flexotapes to prepare entries for TT which would be combined with those received from SLA, plus the journal and corporate indexes. In return, CFSTI would provide CIA with mag-tapes of the input, if this were wanted.

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b. CIA/FDD turn over to CFSTI the duplimats of the CTS after our run had been made. CFSTI would then reproduce the CTS under another cover and disseminate it in lieu of TT, except that CFSTI would add the product from SIA as well as the journal and corporate indexes it now includes in TT.

4. [] indicated that neither of the Taylor proposals really came to grips with the problem: the need for one fast, up-to-date announcement and an accurate, fast reference service. [] counter-proposed the following:

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a. That one announcement bulletin, to be called Technical Translations or anything else, comprised of up-to-date announcements of both in-process and completed items, be issued.

b. CFSTI would provide its present reference files and CIA/FDD would provide its unclassified files. Both would be located in the JPRS, where adequate telephone service, etc., would be installed to provide reference service.

c. CFSTI would provide an unspecified number of staff personnel and CIA/FDD would do the same. The staff personnel, to be located on JPRS premises, would in turn provide the expertise on translations necessary to answer queries and publish a current announcement bulletin.

d. JPRS contractual facilities would be used to get the catalog cards typed. CIA and CFSTI funds would be used to pay the contractual typists. CFSTI would continue to publish the announcement bulletin and would recoup all or part of the costs from the sale and subscription thereto.

5. [] pointed out that he was not empowered to agree to such an arrangement, but that he would check it out with his superiors. Taylor -- and later Sauter -- also indicated that they, too, were not empowered to agree to the arrangement, but definitely thought that the proposal had merit.

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6. The Discussions were left as follows:

a. Taylor and Alexander would look into the feasibility of cancelling the present printing contract for Technical Translations and having it printed either in Commerce itself or in Washington by a contractor, It is now printed in Philadelphia by a contractor.

b. Sauter, Taylor et al would be exploring the merger arrangement with their higher authority.

c. [] would look into the availability of space (about 500 sq. ft) in JPRS. STAT

d. [] would explore the merger proposal with his superiors. STAT

e. Another meeting would be scheduled in about 2-3 weeks, after sufficient time had elapsed to investigate the several factors involved.

7. The following information concerning CTS and TT operations came out in the discussions:

a. CFSTI had 12 persons (GS-5 through 13) engaged in receiving notices, preparing catalog cards and preparing Technical Translations for publication: 18,000 entries per year. *There are 2 additional persons engaged in reference.*

b. It costs an estimated \$24,000 per year to print Technical Translations, part of which is recouped through subscriptions: about 2000 subs @ \$12 per year.

c. Approximately \$28,700 are paid to SLA to collect translations from industry, prepare catalog cards, and handle the sale of translations. This grant is based on a unit price of \$5.75 per item collected.

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d. On the other hand, the CTS uses 6 persons (GS-4 & 5), about 1/5 time of a GS-12 and a contract typist who cost \$875 last FY (\$8700 cards): 22,000 entries last year.

e. Printing of the CTS costs about \$18,000 per year.

STAT 8. Hubert Sauter, during his brief participation, said that the [] proposal seemed good. He indicated that, although willing to supply the personnel needed to get such an arrangement moving, in the long run he would propose relinquishing the slots to the JPRS (via Bureau of the Budget) and thereafter provide funds in lieu of personnel. He also bogged the discussion down somewhat with insistence on (1) a cumulative index, and (2) the dissemination of formatted cards on which commercial, government and other translation producers could supply the information needed to prepare the announcement entry.

9. Additional developments, 27 & 28 July:

a. [] was contacted and said that he felt that JPRS now has sufficient space (600-800 sq ft) to accommodate the combined operation. He did not express any misgivings about managing it.

b. In a telecon on 28 July with Alvin Alexander, Taylor's deputy, he said that Bernard Fry, Director of CFSTI, was briefed on our discussion and thought the idea a fine one. Fry asked Taylor/Alexander to pass along his desire that all contact on this matter be made with Taylor. (Mrs. Vietta Dowd, I am told, has nothing to do with the preparation of TT. She is not even a member of the Branch responsible for it. Apparently, she is being kept out of the discussions.)

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c. In the same conversation with Alexander, I indicated what I felt the personnel needs of a merged operation would be: 7 people from CPSTI and 3 from FDD, plus management by JPRS and consultative advice from FID ([] part time). This would represent a 50% savings in personnel for each side. The use of JPRS typists to prepare the cards and the 10 staff personnel to screen cards, subject catalog, prepare the announcement bulletin and the answer queries should make possible an efficient operation.

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Chief, USSR Branch

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